

**Highland County Board of Developmental Disabilities  
Meeting Minutes  
March 24, 2015**

The Highland County Board of Developmental Disabilities met in a regular session at 6:00 pm, Tuesday, March 24, 2015 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Sam Snyder, Matthew French, Linda Allen and Lynne Patton and Cheryl Lyle. Absent: Deborah Tissot

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Lori Moore, Business Director, Larry Gray, Operations Director, Kelli Williamson, SSA Director, Elizabeth Brennfleck, Human Resources Director, Darlene Colliver, Education Coordinator, Becky Pollard, Nurse, Kraig Walker, Adult Service Director, Jackie Freshnour, Karla Kellis, and Amanda Kellis.

**ROLL CALL:** Karen Adams, present, Matthew French, present; Sam Snyder, present; Cheryl Lyle, present; Lynne Patton, present; Linda Allen, present.

**Amanda Kellis** passed out a packet to the HCBDD asking that they reconsider the daily rates paid to them as a provider.

**ADDITIONS TO AGENDA:** None

**Reports:**

**The minutes of the** February 24, 2015 meeting were reviewed and approved in a motion by Karen Adams, seconded by Linda Allen. All yeas, motion carried.

**New Vendors:** Butler County Board of DD and Area Agency of Aging, District 7

**Transfers:** From General Fund to Unemployment fund - \$15,000

**Monthly expenditures for March** were reviewed and approved in a motion by Cheryl Lyle, seconded by Linda Allen. All yeas, motion carried.

**Debra Buccilla, Superintendent Update**

- Attended a meet and greet with Representative Cliff Rosenberger of the House at the Commissioner's Office. Senator Bob Peterson was unable to attend.
- Attended the Rocky Fork Planning Committee on March 10 to help develop plans to obtain a grant for the community and lake area.
- Superintendents Winter Conference and Meeting was held March 12 and March 13 in Columbus
- Participated in the March DD Awareness events that were scheduled
- We have a minimal contract with an OT Therapist and will be looking for the same with a Speech Therapist.

**OLD BUSINESS:**

**Larry Gray, Operations Director** informed the HCBDD of the project updates.

- Blueprint revisions have been sent to the State for final approval of the new office space and we have received two of three bids turned back in to us.
- Deer Creek Engineering gave us a proposal on the Septic System. The fixed fee of \$1,250 has been sent to design the documentation, plans and specification for a time dose, flow equalization pumping station, expanded pre-treatment tank arrangement and assist in obtaining necessary permits from the Highland County Health Department.
- Parking Lot Lights have been installed and the project has been completed.

**NEW BUSINESS:**

**Deb Buccilla, Superintendent** asked the HCBDD to approve payment of all monthly bills paid to regular vendors so if meetings had to be changed the bills could be paid without being late. Linda Allen made a motion for the HCBDD to approve payment of all monthly bills to regular vendors. Karen Adams seconded the motion. Roll Call. All yes, motion carried

**Liz Brennfleck, Human Resources Director** passed out Employee Benefits, Chapter 6 of the Personnel Manual for review. Approval for Chapter 6 will be on the April Board Agenda

**Lori Moore, Business Director** informed the HCBDD that the first draft of the 2016 budget would be due in June. Finance Committee will meet April 21, 2015 at 5:00 pm to discuss employee benefits, insurance, raises, capital improvements, etc.

**Deb Buccilla, Superintendent** explained the Best Buddies of Ohio Expansion Board who gathered together friends, professions and other family members. This group wants to raise \$250,000 that Best Buddies International recognizes as the amount needed to open a successful and sustainable state office. They are asking each county to donate \$500. Lynne Patton made a motion to donate \$500 to the Best Buddies of Ohio Expansion. Cheryl Lyle seconded the motion. Roll Call. All yes, motion carried.

**Deb Buccilla, Superintendent**, asked the HCBDD for a \$250 donation which is made annually to the The 43rd Annual Hillsboro Rotary Club's Ernie Blankenship Memorial Radio Telethon takes place on Wednesday, March 25. The money raised helps Highland County citizens who need assistance with medical costs. Cheryl Lyle made a motion to donate \$250 dollars to the Society for Children and Adults Telethon, seconded by Linda Allen. Roll call. All yes, motion carried.

**Larry Gray, Transportation Director** gave an update on bids for a new phone system. We are looking at Professional Telecommunication Services (PTS) phone system and possibly combining the services between Highland and Fayette.

At approximately 6:35 pm Karen Adams moved that the HCBDD go into an Executive Session to discuss Contract Issues and Union Negotiations. Linda Allen seconded the motion.

**ROLL CALL:** Karen Adams, yea; Matthew French, yea; Sam Snyder, yea; Cheryl Lyle, yea; Linda Allen, yea; Lynne Patton, yea.

A motion was made at 7:23 pm by Cheryl Lyle, seconded by Linda Allen for the board to re-enter into a public session. All yes, motion carried

Upon a signed Contract, Karen Adams made a motion, seconded by Lynne Patton to pay the daily rate of \$34.87 per individual for 2015 to Provider Amanda Kellis.

**ROLL CALL:** Karen Adams, yea; Matthew French, yea; Sam Snyder, yea; Cheryl Lyle, yea; Linda Allen, yea; Lynne Patton, yea.

Linda Allen moved to adjourn the HCBDD at 7:25 pm, seconded by Cheryl Lyle. All yea, motion carried.

Prepared by: Sherry Burns, Executive Admin. Assistant

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Sam Snyder, Board President

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Deborah Tissot, Recording Secretary

